



ENTRY 2017

**PhD
Program Record**

Student Name: _____ **Student #:** _____

Email: _____ **Phone #:** _____

NOTE:

- **Students:** Please keep a copy of this form for your records.
- **Deadlines** for the submission of this form are noted under the *Residency Requirement* section
- Students are responsible for submitting this form to the [Graduate Administrator](#) by the deadlines.

COMPULSORY COURSES (All students must complete the following courses)

- Plan 508 (A) Year 1 Introduction to Planning Theory (registered for audit)
- Plan 602 (3) Year 2 Advanced Planning Theory: Contemporary Debates
- Plan 603 (3) Year 1 PhD Colloquium
- Plan 603 (3) Year 2 PhD Colloquium
- _____ _____ _____ Advanced Research Methods
(offered in other departments - must be approved by student's committee)

STUDENT MUST BE REGISTERED IN THESIS FOR DURATION OF PROGRAM (REGISTER TWICE A YEAR):

Plan 649 Thesis

ELECTIVE COURSES:

Course #	Course Title	Credit(s)

RESIDENCY REQUIREMENT: Minimum two years - Student must meet with Supervisory Committee at least once each term during residency

Signature Deadlines	Date	Supervisor's signature	Student's signature	Minutes of meetings submitted to SCARP?
Sept 30, 2017				
Jan 31, 2017				
Sept 30, 2018				
Jan 31, 2018				

INTRODUCTORY COMMITTEE:

The purpose of the Introductory Committee is to orient the student to doctoral studies in the School, determine an initial program of studies, and assist in the timely establishment of the permanent Supervisory Committee. The Introductory Committee will meet in the *first two weeks in September* and will initiate the student's Ph.D. Program Record form.

➤ **Introductory Committee meeting** _____ (mm/dd/yy)

Minutes to be submitted to [Graduate Administrator](#) for student's file.

Committee	Name
Research Supervisor	
2 nd SCARP Committee Member	

RESEARCH SUPERVISORY COMMITTEE:

The Supervisory Committee is normally confirmed by the end of the first year in the program (Aug 31, 2018)

Committee	Name	Contact Information
Research Supervisor		
2 nd SCARP Committee Member		
3 rd Committee Member (can be SCARP or Non-SCARP)		
4th Committee Member (optional)		

CANDIDACY REQUIREMENTS:

The basic requirements to be advanced to candidacy are: all required coursework has been successfully completed, the comprehensive examinations have been passed and the research supervisor has certified that the thesis proposal has been approved through the Prospectus Defense process. Students are normally expected to complete all of their comprehensive examinations within 24 months from the date of initial registration.

Candidacy Deadline (mm/dd/yy): _____

Requirement for Candidacy	Date Completed (mm/dd/yy)
a) Completion of Required Coursework	
b) Comprehensive Exam – Theory (must receive at least A- in Plan 602)	
c) Comprehensive Exam - Substantive	
d) Thesis Research Prospectus Defense	
e) Approval of Thesis Proposal by Supervisory Committee (memo from Chair of Prospectus exam)	

➤ **Recommendation for Advancement to Candidacy form** (to G+PS) _____ (mm/dd/yy)

➤ **Admitted to Candidacy** (Entered on SISC by G+PS) _____ (mm/dd/yy)

AWARDS / SCHOLARSHIPS RECEIVED:

Title of Award / Scholarship	Amount	From (mm/dd/yy)	To (mm/dd/yy)

LEAVES OR EXTENSIONS TO PROGRAM:

Student must make request in writing to SCARP PhD Chair.

Original Program End Date: _____ (mm/dd/yy)

Leave*	Extension*	From (mm/dd/yy)	To (mm/dd/yy)	Letter from Student (mm/dd/yy)	Approved by G+PS (mm/dd/yy)	Revised Program Deadline (mm/dd/yy)
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

*Place an X in the checkbox, if clicking box doesn't produce check.

STUDENTS: Please keep a copy of this form for your records